The Church Executive™ — Convert DOS CE data

Introduction

Index

Introduction 1
Procedure 2

Most of the data from the DOS version of *The Church Executive*™ can be converted and imported into the new program.

The DOS version was based on the very popular database program called dBASE III Plus.

This new Window's-version of *The Church Executive*™ is based on Microsoft Access — another very popular database program.

Normally, this routine will only need to be run *once*. However, if you may only bring in a portion of the old data (such as selected Contribution years) and need to return to this routine at a later date to convert additional data.

Select **File Utilities** from the Main Switchboard.

Select **Import and Convert DOS Church Executive(tm) files**

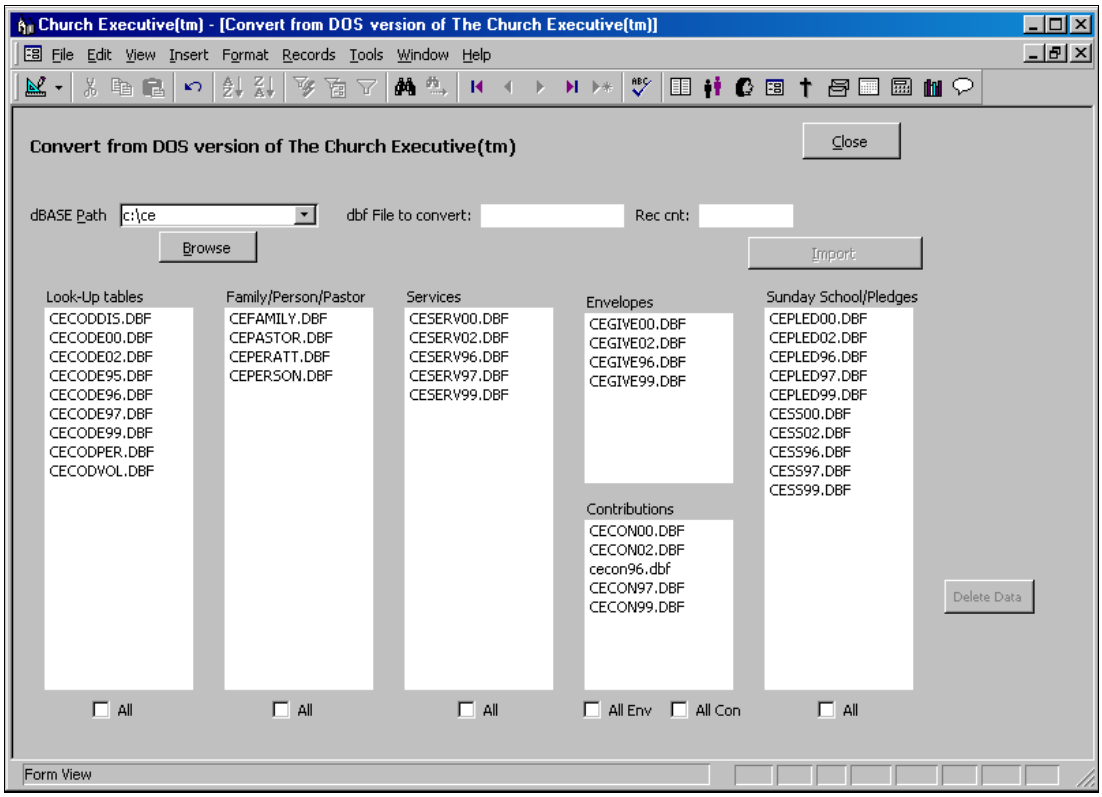


Figure 3
Convert from the DOS version of The Church Executive™

Procedure

Specifically:

For each file, you *click* on the file to import, then select the **Import** button to have the data converted automatically. As the importing is occurring, a status is presented to you. The speed at which the conversion takes place is completely dependent upon the speed of your computer (both processing power and hard disk speed).

Generally speaking:

work from left to right. That is, convert the files listed in the left-most column, and work towards the right of the screen.

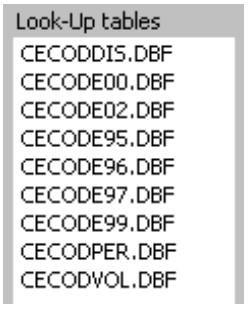
within a particular list of files, convert the *newest* year first, and work backwards in time.

Import Order [it is ***very important*** that you import in the following order]

Look-Up tables

Always convert the Look-Up tables *first*.

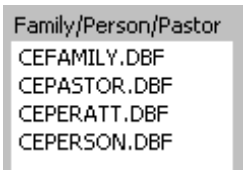
For the **cecode--.dbf** files, work from the most current year to the oldest year.



Family/Person/Pastor

Always convert in the following order:

- **cefamily.dbf**
- **ceperson.dbf**
- **cepastor.dbf** (this file may not be necessary if there was *no* information recorded in this module)



Services

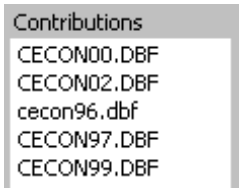
It is usually best to select the **All** option at the bottom of the list. If not, select each file individually, started with the most recent.

Envelopes

It is usually best to select the **All Env** option at the bottom of the list. If not, select each file individually, started with the most recent.

Contributions

It is usually best to select the **All Con** option at the bottom of the list. If not, select each file individually, started with the most recent.



Sunday School/Pledges

This is only required if you used either of these modules, otherwise there would not be any data to convert.

It is usually best to select the **All** option at the bottom of the list. If not, select each file individually, started with the most recent.